



POLICE EXPLORER PROGRAM

FC No.: 1105

Date: 06-30-02

Contents:

- I. Policy
- II. General Organization
- III. Duties and Responsibilities
- IV. Eligibility
- V. Proponent Unit
- VI. Cancellation

I. Policy

The Montgomery County Department of Police Explorer Program is an official department program. The Chief of Police, or designee, will be the final authority on all matters pertaining to the operating procedures of the program. The program is housed under the **Community Services Division (CSD)**. In sponsoring the Explorer Post, it is the intent of the department to provide a quality program of instruction and training in law enforcement complemented by a well-rounded program of physical fitness and recreation for interested county youth. This program provides the department with additional resources and opens a very important avenue of understanding with an energetic, concerned society of young people. (CALEA 16.4.1, 16.4.2, 44.2.5)

II. General Organization (CALEA 11.1.1)

- A. The basic unit of the Police Explorer Program is the Explorer Post. The Explorer Post is organized into district squads that have assigned explorers.
- B. Adult leadership for the Explorer Program shall consist of sworn or non-sworn staff and will include a sergeant or corporal assigned to **CSD** who will be designated as the senior post advisor. Assistant advisors can be from units throughout the department.
- C. Administrative leave is authorized for those officers assigned as assistant advisors for the Explorer Program when required, by the senior post advisor and approved by the Director, **CSD**, to assist in training programs or supervise details in which explorers are

involved. Officers will be compensated when participating in the program in an off-duty capacity.

- D. Explorers are exempt from the frequency restriction for the ride-along program. Explorer participation in the ride-along program will be coordinated between the assistant advisor and the district commander of that station.

III. Duties and Responsibilities

A. Explorer Activities

1. Job oriented activities are designed to familiarize explorers with the nature and complexity of law enforcement. All attempts will be made to ensure that explorer activities will be non-hazardous and may include, but are not limited to the following (CALEA 16.4.1.b):
 - a. Bicycle registration.
 - b. Child safety seat inspections.
 - c. Fingerprinting children.
 - d. Assisting with crowd/traffic control at parades and festivals.
 - e. Field experience.
 - f. Assisting officers as observers on patrol. After one year of basic training, police explorers will be selected to go on patrol with police officers at the district station. Interested officers may direct all requests for explorer assistance to the senior post advisor at **CSD**. **The phone number for the senior post advisor is (301) 840-2697.**
2. Educational activities such as basic introductory training in law enforcement is offered during the first eight months of the program. Advanced training is offered during successive years. All aspects of law enforcement are covered utilizing the expertise from within the department. Officers are asked to lend their support when requested to assist in training. (CALEA 16.4.2)
3. Social and recreational activities are conducted throughout the year to enhance the program and to provide a closer liaison

between the explorers and the officers of the department. (CALEA 44.2.5)

B. Responsibilities and Authority

1. Explorers shall devote their time and attention to the service of the county and the department in a manner that will establish and maintain the highest standards of efficiency.
2. Each explorer will strive to gain public support and citizen cooperation in departmental programs and procedures.
3. A police explorer is not a sworn officer and has no authority or power of arrest and, therefore, will not actively seek out violations of the law. However, explorers are instructed to communicate to their police supervisor any information coming to their attention that might indicate the need for action by the department. (CALEA 16.4.1.a)
4. ***Explorers will be issued a gold badge with the words "POLICE EXPLORER POST 1986" imprinted on the face. The county crest and the words "Montgomery County" are in the center of the badge. The badge is to be worn when the explorer is in uniform. An identification/access card will also be issued and is to be worn by the explorer when not in uniform in a police facility or when engaged in a non-uniform activity with the department. The identification card is to be carried when not in uniform. Any inappropriate use or display of the gold badge or identification card will be reported to the Senior Post Advisor, CSD.***
5. ***Upon separation from the Police Explorer Program, the explorer will return the issued explorer badge, identification/access card, and any documents identifying the explorer as an MCP police explorer, to the Senior Post Advisor, CSD.***

C. Guidelines

1. Explorers are considered volunteer workers within the department and are covered by any liability incurred while working. If injured while on duty, they are covered by Worker's Compensation and the program has its own hospitalization and disability insurance. Explorers are

required to submit a "Parental Waiver Form."

2. Participation is a privilege for the explorer, not a right. Participants may be terminated at any time. Final authority to terminate a participant will be at the discretion of the Director, **CSD**.
3. Officers should permit the explorer to assist them in any way they deem appropriate. Officers shall use good judgment when deciding which activities explorers will be permitted to join or assist. What is appropriate for one may not be for another. Therefore, the scope of their involvement may gradually be increased. Some assignments might be assisting with traffic control at a collision scene, recording lookouts and dispatched calls received over the radio, and communicating by radio. However, explorers are not permitted to operate a police vehicle except when in possession of a valid driver's license and:
 1. In an emergency situation, or
 2. When authorized by a supervisor.Explorers are not to handle any weapons other than during authorized range activities. Explorers will not assist in making arrests or searching prisoners except in extreme cases where the officer is in trouble and needs assistance. The explorer's safety and well being must be a prime consideration. (CALEA 16.4.1.b)
4. An evaluation of the explorer's performance as it relates to the execution of assigned duties, demeanor in public contacts, and personal image would be appreciated. This information may be relayed to the senior post advisor at **CSD**. It may be appropriate to commend an explorer for exemplary performance. Such letters of commendation should follow the ordinary chain of command and will be filed in the explorer's personnel file.

IV. Eligibility

A. Requirements

The following requirements must be met in order to become an explorer:

1. At least 14 years of age and less than 21 years of age.
2. Resident of Montgomery County.

3. Enrolled in secondary education and maintenance of a "C" average.
4. Free of any physical impairment that would *pose a significant risk to the health and safety of others or to the explorer, that cannot be eliminated by a reasonable accommodation. A "reasonable accommodation," as defined by the Equal Employment Opportunity Commission, is "any change in the work environment or in the way things are customarily done that enable an individual with a disability to enjoy equal employment opportunities."*
5. Good sound character.
6. Capable of obtaining a Montgomery County security clearance.

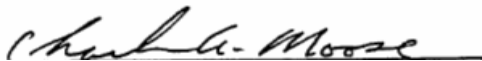
B. Recruitment

In September of each year, explorer applicants are recruited from the Montgomery County High Schools and Montgomery College. Other interested persons who feel they are qualified may inquire during the school year by calling the senior post advisor at **CSD** at (301) 840-2697, or visiting the Department website link at www.co.mo.md.us/services/police.

V. **Proponent Unit: *Community Services Division.***

VI. **Cancellation**

This directive cancels Function Code 1105, dated 05-20-01.



Charles A. Moose, Ph.D.
Chief of Police